



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10843087  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Familiarization Trip for French Media on May 29 to June 06, 2024

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-05-0163	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 978,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	8 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	11/05/2024
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	10/05/2024 11:38 AM
		<b>Closing Date / Time</b>	14/05/2024 14:00 PM

#### Description

##### TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services  
 PROJECT TITLE : Familiarization Trip for French Media  
 INCLUSIVE DATES : May 29 to June 06, 2024

##### I. BACKGROUND

In line with the Department's objectives to sustain its presence in France, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Trip for French Media in Metro Manila, Tagaytay and Coron, Palawan from May 29 to June 5, 2024, composed of three (3) French media participants and one (1) DOT representative.

Hence, the Department is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of ground handling and tour services in line with the upcoming Familiarization Trip for French Media.

##### II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of the Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled foreign familiarization tours or groups within the last four (4) years. Specialization in handling French tour groups is an advantage;

- C. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the total contract prize.
- D. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- E. Provision of a tour coordinator to assist guests throughout the travel period;
- F. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- G. Provision of airport representative to assist guests upon arrival and departure in airport;
- H. Provision of travel kits/supplies and materials for the participants;
- I. Must be willing to provide services on send-bill arrangement; and
- J. A French-speaking tour coordinator/guide is an advantage

### III. SCOPE OF WORK DELIVERABLES

- A. Provision of roundtrip international (CDG-DXB-MNL; MNL-DXB-CDG) and domestic air tickets including taxes and fees (MNL-USU-MNL) with appropriate baggage allowances for three (3) French participants and one (1) DOT representative.
- B. Van rental inclusive of professional driver fees, drivers' meals and applicable parking and toll fees;
- C. Single-occupancy accommodation inclusive of daily breakfast.
- D. Full board lunch and dinner meals, and snacks;
- E. Ground arrangements for the guided tours and experiences such as roundtrip airport transfers with provisions for transportation of luggage, entrance and environmental fees, portage fees, and equipment/gear/boat rental fees;
- F. DOT-accredited tour guides for the entire trip;
- G. Provision of domestic travel insurance for three (3) French participants to cover possible medical claims including COVID-19, trip cancellation and termination within the Philippines; and
- H. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

### COMPONENTS:

#### A. International and Domestic Airline Tickets

\*Roundtrip international and domestic economy airline tickets for the three (3) French participants must be rebookable with minimal fees

#### Number of pax Date Route Baggage Allowance

3 May 29, 2024 CDG – DXB – MNL  
(1535H departure) With at least 30kg baggage allowance  
June 05, 2024 MNL – DXB – CDG  
(2355H departure)  
4 June 02, 2024 MNL – USU (1020H departure)  
June 05, 2024 USU – MNL (1145H departure)

#### B. Accommodation

\*Provision of single-occupancy hotel accommodation with daily breakfast for all of the participants

Check-in (TBC) Location Hotel Room Type Number of rooms

May 30 – June 2, 2024 (4D/3N) Metro Manila 4 to 5-star hotel or similar DOT-accredited accommodation Single-Occupancy 3 rooms (3 French participants)  
June 2 – 5, 2024 (4D/3N) Coron Town DOT-accredited resort

#### C. Meals

\*Food and dietary restrictions of the participants to follow. All meals must include one round of drinks.

Date Type Number of pax Remarks

May 30, 2024 (Day 1) Dinner 3 Lunch at a local restaurant in Metro Manila upon arrival  
May 31, 2024 (Day 2) Lunch Lunch at a local restaurant in Metro Manila  
Dinner 6 Dinner at a local restaurant in Metro Manila  
June 1, 2024 (Day 3) Lunch 3 Lunch at a local restaurant in Tagaytay  
Dinner 6 Dinner at a local restaurant in Metro Manila  
June 2, 2024 (Day 4) Lunch 3 Lunch at a local restaurant in Coron  
Dinner 6 Dinner at a local restaurant in Coron  
June 3, 2024 (Day 5) Lunch 3 Lunch at a local restaurant in Coron  
Dinner 6 Dinner at a local restaurant in Coron  
June 4, 2024 (Day 6) Lunch 3 Lunch at a local restaurant in Coron  
Dinner Dinner at a local restaurant in Coron  
June 5, 2024 (Day 7) Lunch Lunch at a local restaurant in Metro Manila  
Dinner Dinner at a local restaurant in Metro Manila

#### D. Tourist Transport Services:

\*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Metro Manila and Coron, roundtrip airport transfers, and bottled water onboard

#### DAY TYPE QUANTITY ROUTE/REMARKS

May 30, 2024 Van 2 Vans 2 vans for airport transfer to hotel in Metro Manila; 1 for participants, 1 for baggage  
May 31, 2024 Van 1 Van 1 van for whole day use in Metro Manila  
June 1, 2024 Van 1 Van 1 van for whole day use in Metro Manila and Tagaytay  
June 2, 2024 Van 2 Vans 2 vans for airport transfer in Manila and Coron (1 for participants, 1 for baggage); and whole day use in Coron  
June 3, 2024 Van 1 Van 1 van for whole day use in Coron  
June 4, 2024 Van 1 Van 1 van for whole day use in Coron  
June 5, 2024 Van 2 Vans 2 vans for airport transfer in Coron and Manila (1 for participants, 1 for baggage); and whole day use in Metro Manila

#### E. Tours and Activities

- \*Must include all entrance and applicable fees for all participants
- \*Provision of French-speaking coordinator/ tour guide/s in every tour/activity

#### DAY ACTIVITY

May 30, 2024 (Day 1) Wellness activity  
May 31, 2024 (Day 2) Binondo walking tour and food crawl, including intramuros bambike tour  
June 01, 2024 (Day 3) Tagaytay, Taal Heritage Town and Taal Volcano Tour  
June 02, 2024 (Day 4) Coron Town and Night Tour  
June 03, 2024 (Day 5) Coron Ultimate Island Hopping  
June 04, 2024 (Day 6) Coron Island Escapade Malcapuya

#### F. Travel Insurance

Provision of travel insurance for three (3) participants covering medical treatments including COVID-19, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary.

#### G. Supplies and Materials

Provision of travel kits for three (3) participants including 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face mask, and an eco bag.

#### IV. BUDGET

TOTAL BUDGET: PHP 978,000.00

Cost proposal must be submitted with an itemized breakdown.

The winning bidder shall be determined based on the proposal, provided that the amount of bid does not exceed the above total budget.

Project expenses to be charged to the approved 2024 OPMD-MDD Work and Financial Plan.

#### V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE  
Address : Office of Product and Market Development  
Market Development Division  
5F The New DOT Building  
351 Sen Gil Puyat Avenue, Brgy. Bel Air, 1200 Makati City  
Email Address : jcprovido@tourism.gov.ph

Noted by:

GWENDOLYN S. BATOON  
OIC-Chief  
Market Development Division

#### Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

#### REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.
5. DOT Accreditation Certificate

**Created by** TERESITA A. ROMANES

**Date Created** 10/05/2024

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